| Accelerated SAP

State of Utah | Organization/Area:
Title: | BUSINESS PROCESS PROCEDURE

Payroll Department
CYE Beginning Balances Report | | |
|---|---|---|---|---|
| File Name: | H:\TRAINDOC\FOLIO\Payroll\convert\YE Beginning Balances Report.doc | Release: | R/3 4.6C | |
| Responsibility: | Dept and/or role of responsible person(s) Agency Payroll Staff | Status: | Issued: 05/17/2004 | Revised: |

Overview

Trigger:

Agency payroll staff wants a report showing the beginning leave balances for the year.

Business Process Procedure Overview
This lists the beginning balances of each type of leave for the leave year shown on the report.

This report may be run once the processing for leave yearend is completed. The information on the report will remain the same until processing occurs for the next leave yearend. |
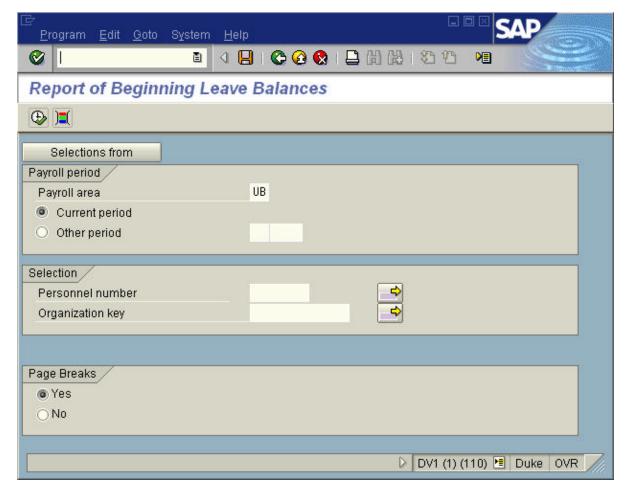
Procedural Steps

1. Access transaction by:

Via Menu	Time Entry Operator > Leave Yearend > CYE Beginning Balances
Via Transaction Code	Z_CYE_BEG_BALANCES
Via Favorites Menu	CYE Beginning Balances

Double click on "CYE Beginning Balances" and the following screen will appear:

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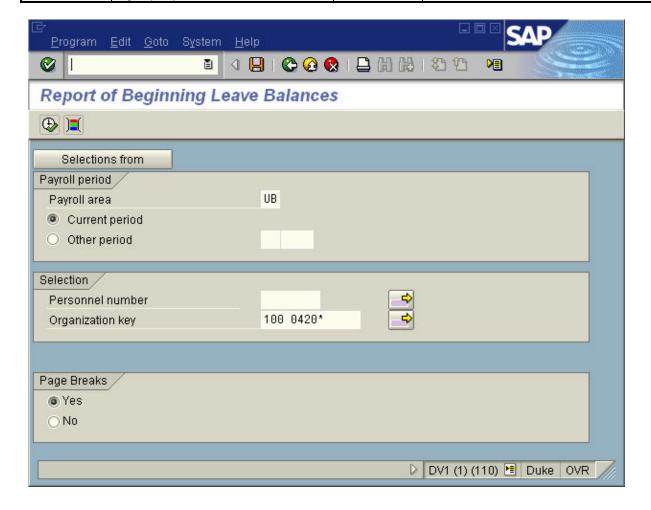| Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Not Applicable
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Page breaks	Yes or No

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1.2   **Payroll area.** The screen defaults to the correct area, UB.

1.3   **Pay period.** The screen has the selection of current period or other period however, the report lists the same information throughout the entire leave year. The report will remain the same until processing is completed for the next leave yearend.

1.4   **The "Personnel number" field may be used to select specific employees by entering the employee identification numbers.** Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's. The "Personnel number" field should be left blank if using the agency "Organization key".

1.5   **The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 and org with 0420, enter 100(space)0420*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100, org 0420, and any distribution code.

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1.6 **The "Page Breaks" buttons create a page break after each org change or not create any page breaks.** The default is "Yes" create page breaks.

1.7 **Click on the Execute button in the upper left area that looks like a clock to view the report.** An example of the report is below.

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1.8 **To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.**

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2 The report heading contains the following information:

➢ The report number

➢ The report title

➢ Page number

➢ Date the report was run

➢ Time the report was run

➢ Agency number

2.2 The columns on the report are listed below with a brief description.

Org	The employee's home org.
Dist	The employee's distribution code.
EIN	The employee's identification number.
Employee Name	The employee's name.
Annual	The employee's beginning annual leave balance as of pay period 01 for the year being reported.
Sick	The employee's beginning sick leave balance as of pay period 01 for the year being reported.
Conv Sick	The employee's beginning converted sick leave balance as of pay period 01 for the year being reported.
Comp	The employee's beginning comp time balance as of pay period 01 for the year being reported.
Excess Hours	The employee's beginning excess leave balance as of pay period 01 for the year being reported.
Total for ORG	Total number of employees in the org with leave balances. Subtotal of leave by org.

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Total for AGY Total number of employees in the agency with leave balances. Total of leave by agency.

Grand Total Total number of employees on the report. Grand total of leave for the report.